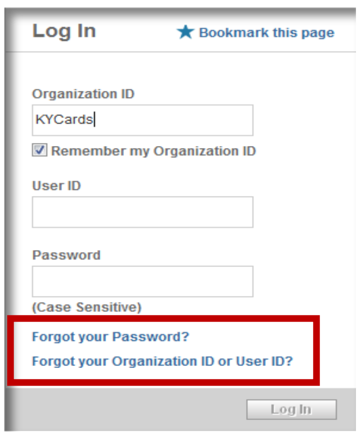
PaymentNet™

Approver Quick Reference Card

Log On

1) Using your internet browser, go to the following address: www.paymentnet.jpmorgan.com
2) Enter the following on the PaymentNet **Login Screen**:
   Organization ID: KYCards
   User ID: Employee ID
   Password: Password
3) Click Log In.
4) You will be required to change your password the first time you log on.
5) Enter your new password.
6) Confirm your new password.
7) Click Save.



If you cannot remember your Organization Id, User Id or Password you can request this information by clicking on the link directly below the login information

Logging On Cont.

8) You will be required to change your pass phrase the first time you log on.
9) Enter your new password.
10) Confirm your new password.
11) Click **Next** button.
12) Respond to all five security questions that display.
13) Click Save.

Logging On from an Unregistered Computer

If you log in from an unregistered computer, you are directed through a quick process to verify your identity and the option to register your computer to your user ID.

1) After you enter the organization id, user id, and password it will display the Register Computer Screen.

2) Click the **get access code** link

3) Wait a few minutes and then check the email address associated with your profile to get your code.

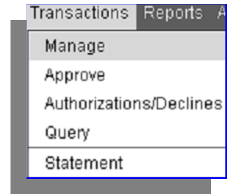
4) Enter the **access code** provided in the email.

5) Enter your password.

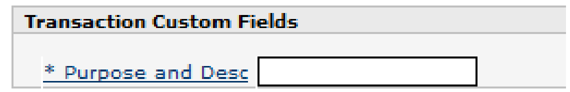
6) Select Next.

Approving Transactions

1) Select **Transactions > Manage**.



2) On the **Transaction List,** click on the transaction you want to **Approve.**
3) Verify the Purpose and Desc. field are entered correctly. (This is a required field and must be entered in order for the cardholder to review and save.)



4) Select the **Approved** checkbox on the **Transaction Detail: General Information** tab.

5) Click Save.

*If you want to approve multiple transactions at once, check the box on the left hand side of the transactions you would like to approve then click the **Approved** button at the bottom of the screen.*

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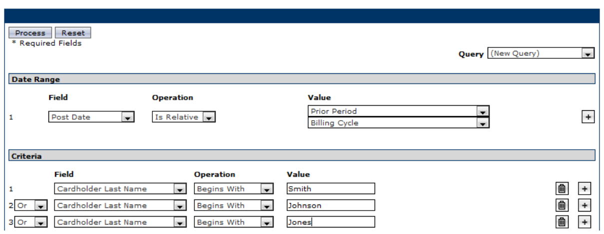
Search for a Cardholder

1) From the main menu, choose **Transactions** > **Query**.
2) **Date Range:** You can select **Post Date** is relative to **Period to Date**. (You can select from the drop down what date range you would like).
3) **Criteria:** Cardholder Last Name begins with (enter cardholders name in the value field.)
4) To add additional cardholders, click the button. To delete click the button.
5) Click Process to run the query. Query results display on the **Transaction List** screen.



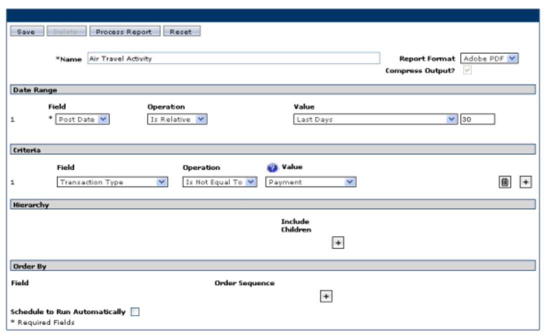
Save a Query

1) Click the **Save Query** link located next to the default query drop-down list.

2) Enter the name your want for this query in the text field.
3) Click Save.

Running a Report

1) Select **Reports > Create**
2) On the **Report List,** select the report you want to run.
3) On the **Report Detail** screen, enter the following report information
   - **Name.** Enter a name for your report.
   - **Report Format.** Output formats include Adobe® PDF, Microsoft® Excel® and CSV (Comma Separated Value).
   - **Compress Output.** Reports that contain sensitive data are automatically compressed and encrypted.



Running a Report Cont.

4) Enter your date range:
   - **Field:** You can select **Post Date** or **Transaction Date** from the drop-down list.
   - **Operation:** Select the criteria to measure the field value. The operation that display vary based on the selected field
   - **Value:** Enter or select the value in the appropriate boxes. Dates should be in MM/DD/YYYY
5) To add additional rows of criteria, click the button. To delete a row of data click the button.
6) To save the report criteria, click Save
7) Click Process to run the report. Reports are displayed on the **Available Downloads** screen.

PaymentNet Support

You can find answers to most of your questions by using PaymentNet online help. Access online help by clicking Help at the top of any screen in PaymentNet.

If you need further assistance, please contact your Program Administrator.

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